



**DEPARTMENT OF THE ARMY**  
**CHIEF OF TRANSPORTATION**  
**2221 ADAMS AVENUE**  
**FORT LEE, VIRGINIA 23801-2102**

ATZF-CG

26 October 2022

**MEMORANDUM FOR RECORD**

**SUBJECT: Transportation Corps Hall of Fame Letter of Instruction for 2023**

1. **PURPOSE:** The Transportation Corps Hall of Fame (HOF) recognizes individuals who served the Corps with distinction. The program maintains and enhances the legacy of the Transportation Corps and promotes cohesiveness and esprit de corps. This Letter of Instruction (LOI) prescribes policies and procedures for the nomination, selection, and induction of personnel into the Transportation Corps HOF and the maintenance of related records.

2. **APPLICABILITY:** This LOI applies to all elements of the US Army Transportation Corps and to all records forwarded to or pertaining to the Transportation Corps HOF.

3. **DEFINITIONS:**

a. **US Army Transportation Corps:** The US Army Transportation Corps is the service branch charged with the responsibility of providing transportation services to the Army, Department of Defense, and other Government agencies in peacetime and war.

b. **Substantial and Considerable contributions to the US Army Transportation Corps:** A substantial and considerable contribution to the US Army Transportation Corps is any action or sustained series of actions beyond the realm of normal duty performance that substantially enhances the accomplishment of the US Army Transportation Corps mission. Attainment of rank and/or position in itself is not necessarily indicative of HOF eligibility.

4. **PROCEDURES:**

a. **Eligibility:**

1. A HOF nominee (either Military or Civilian) must have been a member of the Transportation Corps and made significant substantial and considerable contributions that distinguish them above their peers. Attainment of a high rank and/or position is not necessarily indicative of a significant contribution.

2. Individuals are eligible for nomination into the Transportation Corps Hall of Fame one year after retirement.

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3. An individual may be nominated for the TC HOF posthumously.

4. Transportation Corps Medal of Honor recipients are automatically inducted into the TC HOF.

5. Merit Based Nominations will be submitted by Office of the Chief of Transportation for all individuals meeting the following criteria upon their retirement.

a) Appointment and successful completion as the Chief of Transportation or any other GO billet.

b) Appointment and successful completion as the Regimental Command Sergeant Major or any CSM Nominative Level Billet.

c) Appointment and successful completion as the Regimental Warrant Officer or CW5 Nominative Billet

b. Nomination:

1. Any current or former member of the military or Department of Defense Civilian with knowledge of the nominee's service and performance may prepare and submit a nomination packet as described in Enclosure 1 - HOF Nomination Packet.

2. To be considered by the HOF Selection Board, completed nomination packets must be received by the Office of the Chief of Transportation NLT 15 February 2023.

a) A biographical sketch (ORB/SRB) of the individual's career highlights. The biography will outline the career and significant accomplishments that enhanced the Corps while the nominee was in in the Regular Army, U.S Army Reserves, or National Guard.

b) A clear 5x7 photo of the nominee, from the shoulders up in color. Military photo can be the command or DA photo. Civilian photograph will be taken in business attire.

c) Nomination and endorsement letters should be no more than a one page narrative detailing the nominee's distinguished service, performance, and significant contributions to the U.S. Army Transportation Corps.

3. Nomination Packets can be emailed, in a PDF or Microsoft Word format, to [usarmy.lee.tradoc.mbx.transportation-proponency-office@army.mil](mailto:usarmy.lee.tradoc.mbx.transportation-proponency-office@army.mil), with Subject: 2023 HOF Nomination Packet for (Nominee Name).

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4. The Office of the Chief of Transportation will promptly notify the nominator if his/her nomination packet lacks sufficient details and documentation.

c. Endorsement.

1. The nominator must solicit endorsements for their candidate. No more than 3 endorsement letters will accompany the nomination packet.

2. The Office of the Chief of Transportation must receive the completed packet NLT 15 February 2023.

3. Any member of the military or Department of Defense Civilian, or any individual who served with the nominee may submit endorsements in support of nomination.

5. SELECTION:

a. The HOF Selection Board will be comprised of individuals, designated by the Chief of Transportation. The Chief of Transportation will have final approval and veto authority over the recommendations made by the HOF Selection Board.

b. Selection board will review all packets, to include merit based nominations, for recommended approval and induction into the HOF.

6. INDUCTION:

a. Upon confirmation of the appointment, the Regimental Adjutant will prepare a letter of notification, to be signed by the Chief of Transportation for dispatch to the HOF inductee or their immediate Family, if the individual is deceased.

b. Funding is not available for invitational travel, units or individuals are responsible for all funding requirements.

c. Tenure in the HOF is indefinite; however, it may be revoked by the Chief of Transportation as appropriate.

d. The HOF Induction Ceremony will take place during the CASCOM Sustainment Week Activities (tentatively scheduled for May 2023).

e. Duties and functions:

1. HOF members' duties are purely ceremonial and honorary.

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2. HOF members may attend / participate in Regimental activities at their own expense.

f. Scheduling. Arrangements for HOF members to attend unit functions will be coordinated directly with the HOF member concerned.

7. Point of Contact: The POC for this LOI is the Director, Office of the Chief of Transportation at DSN 539-7449 or CML (804)765-7449 or [usarmy.lee.tradoc.mbx.transportation-proponency-office@army.mil](mailto:usarmy.lee.tradoc.mbx.transportation-proponency-office@army.mil).

Encl  
Example Nomination Packet

///Original Signed///  
BETH A. BEHN  
COL, LG  
Chief of Transportation

## **Enclosure 1: HOF Nomination Packet**

### **NOMINEE CONTACT INFORMATION:**

RANK/GRADE and NAME (First, Middle, Last):

NOMINEE NOK (If Deceased):

CURRENT MAILING ADDRESS:

TELEPHONE NUMBER: Home:  
Work:

E-MAIL ADDRESS:

DATE AND PLACE OF BIRTH:

PRESENT DUTY POSITION/OCCUPATION OR EMPLOYMENT (if applicable):

YEARS OF MILITARY/CIVILIAN SERVICE/RETIREMENT DATE:

### **NOMINATOR CONTACT INFORMATION:**

NAME:

TELEPHONE NUMBER: Home:  
Work:

EMAIL ADDRESS:

**NOMINATION LETTER:** A detailed narrative outlining the nominee's distinguished service, performance, and significant contributions to the U.S. Army Transportation Corps.

**ENDORSEMENT LETTERS:** Endorsement letters supporting the nomination of the nominee, providing a detailed descriptive narrative of the nominee's distinguished service, performance, and significant contributions to the US Army Transportation Corps. Multiple endorsement letters (no more than three (3)) must be sent on behalf of the nominee.

**BIOGRAPHY:** The biography will outline the career and significant accomplishments that enhanced the Corps while the nominee was on Active Duty or in Federal Service.

### **CHRONOLOGICAL RESUME OF MILITARY/CIVILIAN SERVICE**

- Include job title, organization, and inclusive years of assignment in chronological order
- ORB/SRB (If Available)

**PHOTOGRAPH:** One 5x7 photo of the nominee, from the shoulders up in color. Military photo will be the command or DA photo. Civilian photograph will be in business attire.